



**COUNTY OF UNION**  
*BID SUBMISSION CHECKLIST*

**CUSTOM STEP VANS**  
BA# 41-2021

- \_\_\_\_\_ 1. Bid Form Page(s)
- \_\_\_\_\_ 2. Bidder Signature Page – *follow instructions and fill out completely*
- \_\_\_\_\_ 3. Statement of Ownership Disclosure (2 pages)
- \_\_\_\_\_ 4. Non-Collusion Affidavit – *fill out completely and notarize*
- \_\_\_\_\_ 5. Affirmative Action Requirement
- \_\_\_\_\_ 6. Americans with Disabilities Form
- \_\_\_\_\_ 7. Disclosure of Investment Activities in Iran
- \_\_\_\_\_ 8. Copy of a State of New Jersey **Business Registration Certificate (“BRC”)** issued in the company name of the bidder and in the names of any subcontractors, if applicable
- \_\_\_\_\_ 9. Extension Form for Union County Cooperative Contract Purchasing System
- \_\_\_\_\_ 10. Warranty
- \_\_\_\_\_ 11. Addenda Receipt Form – ONLY INCLUDE IF ADDENDA(S) WERE RECEIVED

***Each bidder should complete this form, initial each entry, sign and date at the bottom and submit with bid.***

NAME OF BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_

# COUNTY OF UNION

## Notice To Bidders

SEALED BIDS will be received by the Director of the Division of Purchasing of the County of Union, New Jersey or her designee on **August 31, 2021**, at **11:30 a.m.** prevailing time in the **3rd Floor Conference Room**, U.C. Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey for:

### CUSTOM STEP VANS

in accordance with the specifications and forms of the bid packages furnished by the Division of Purchasing. The County reserves the right to reject any and all bids and to waive any and all informalities in the bid.

\*\*\*Public access to the County of Union Administration Building is currently restricted during the statewide public health emergency. Accordingly there will not be an in-person public opening but instead will be conducted live and streamed via the County of Union live streaming platform which will feature both audio and video capabilities. A link will be provided on the day of the opening at <https://ucnj.org/>.

Bids shall be submitted in a sealed envelope and clearly marked with the subject of the bid, name and address of the bidder, phone & fax number, and date of the bid opening. Each bid must be delivered to reach the Division of Purchasing prior to the stated time of the opening of the bids. The County will not be responsible for late delivery by the U.S. Mail or any other carrier. Hand delivery of proposals are strongly discouraged due to public restrictions. If delivered by hand, you will not receive confirmation of delivery. **No** late bids will be accepted.

\*\*\*Entire bid packages received will be scanned and available for public inspection on the portal, <http://ucnj.org/itb>, as they would be available for public inspection after an in-person bid opening. Bidders are reminded to review their submissions for any information they consider to be confidential. The County will not be responsible for the release of any information contained in the bid package which may be subject to confidentiality.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

Bid packages may be obtained by registering and downloading at <http://ucnj.org/itb> or in person from the Division of Purchasing (3<sup>rd</sup> floor), Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey or via U.S. Mail per request. Fax requests for bid packages to 908-558-2548 or call 908-527-4130.

Michelle Hagopian, Assistant Director of Purchasing.

## GENERAL SPECIFICATIONS

Revised 1/4/2021  
Commodities

### 1. RECEIPT OF BIDS

The Division of Purchasing will receive sealed bids for this work at the Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207 on the date and time and in the room noted on the sheet marked "Notice to Bidders".

Bids for this work should be enclosed in a sealed envelope addressed to the Purchasing Division, County of Union, New Jersey, Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207, with the full name of the bid and the bid opening date and time clearly marked on the outside. Any outer shipping container must be marked in the same way. Refer to the sheet marked "Notice to Bidders" for the correct name of the bid and the bid opening date.

The County will not assume responsibility for bids forwarded by U.S. mail or any other delivery service. It is the bidder's responsibility to see that the bids are presented to the Purchasing Division at the time and place designated. Under no circumstances will a bid be accepted after the time designated for the bid opening.

All Bid Form pages are to be filled out with a typewriter or pen and ink. The bidder in ink must initial erasures or alterations. Bid prices will be accepted only on the Bidding Sheet supplied. Unit prices and totals must be inserted in the space provided. In the event of a discrepancy between the unit price given and the extended total, the unit price shall govern.

All delivery costs (FOB: Union County Ship To Address) shall be included in the total bid prices, unless the bid specifications specifically state otherwise.

Alternate bids will not be accepted unless specifically requested.

N.J.S.A. 54:32B-1 et seq. exempts all materials sold to the County of Union from sales or use taxes and these should not be included in the prices provided on the Bidding Sheet.

The Bidder's Signature Page, Non-Collusion Affidavit, and Bidder's Disclosure Statement must be completely filled out and submitted in the sealed bid. If specified, Equipment Statement, Experience Statement, Bid Bond, Consent of Surety, N.J. Public Works Contractor's Registration Certificate, a State of New Jersey Department of the Treasury Business Registration Certificate and List of Subcontractors must also be included in the sealed bid. Refer to the Bid Document Submission Checklist for all required documents.

Bidders shall be required to furnish their literature and or samples where feasible and specifications of the items proposed to be supplied along with the sealed bid.

### 2. BID AND PERFORMANCE GUARANTEE

If specified, each bidder must furnish a guarantee in the form of a Bid Bond, Certified Check or Bank Cashier's Check in the required amount as specified on the Bid Document Submission Checklist page. Checks shall be drawn to the order of the County of Union, New Jersey.

If specified, each bidder must furnish with the bid, the Consent of Surety form signed by a Surety Company stating that if the bid is accepted the Surety Company which provides the Consent shall be required to furnish a Performance Bond in the amount as specified on the Bid Document Submission Checklist page. Such Surety Company will provide the Contractor with Bonds guaranteeing the faithful performance of the work in accordance with the specifications, and the payment for labor, materials, and all other indebtedness which may accrue on the account of this work. The Performance Bond will be required at the time of the signing of the Contract and will be written by a firm authorized to issue the bonds under the laws of the State of New Jersey and be in a form acceptable to the County Counsel. The County of Union has provided its Consent of Surety form for your use. The use of this form by your Surety Company will expedite the bid review process and eliminate the possibility of having your bid rejected. If, however, you should need to use another form, please use language similar to that used on the Union County form and avoid making any additions or deletions to the Union County form language. The Performance Bond will have a term equal to the entire contract period. In lieu of the Consent of Surety, the Bidder **MAY** submit a Certified Check for the required amount

The County will return all bid guarantees after the bids have been opened, read, tabulated and checked except those of the three (3) bidders whose bids are considered the lowest, responsible, responsive bids. The bid guarantees of the low three (3) bidders will be returned within ten (10) days of the date of the award of the contract.

If the successful bidder refuses or neglects to sign the said Agreement and/or fails to furnish the required performance bond, the Surety of such bidder will be held and used by the County as liquidated damages for such refusal or neglect.

### **3. QUALIFICATION OF BIDDERS**

The County of Union **MAY** make such investigation, as it deems necessary to determine the ability of bidder to perform the work. The County of Union reserves the right to reject any bid if investigation of such bidder fails to satisfy the County of Union that such bidder is properly qualified to carry out obligations of Contract, and to complete work contemplated therein.

Bidders are required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a proposal or bid. Failure to comply will result in the rejection of such bid as non-responsive.

The County of Union has the right to reject any and all bids from any bidder that is in, or contemplates bankruptcy of any chapter or nature. Said bidder shall notify the County, in writing, of any condition or knowledge of the same.

### **4. RESERVATIONS**

The County reserves the right to reject any or all bids and also reserves the right to waive any non-material defects in the bids received. The contractor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the County of Union, New Jersey.

### **5. AWARD AND EXECUTION OF CONTRACTS**

The County of Union, in accordance with N.J.S.A. 40A:11-24, shall award the contract or reject all bids within 60 days; except that the bids of any bidders who consent thereto **MAY**, at the request of the County be held for consideration for such longer periods as may be agreed.

When two or more low bids are equal in all respects, awards will be made according to the provisions of N.J.S.A. 40A:11-6.1(d).

### **6. BRAND NAMES**

Whenever an item specified by manufacturer's model number, brand or trade name, it is understood that such description is only for the purpose of defining the level of quality desired, and does not in any way restrict bidding to the named brand. Bids on other brands **MAY** be submitted by any responsible supplier, provided such brands are equal to or better than the one named in the specifications. However, the burden of proof as to the comparative quality and suitability of alternate or substitute equipment, articles or materials lies with bidder and, he shall furnish, at his own expense, all information necessary or related thereto as required by the County of Union. The County of Union shall be the sole judge as to the comparative quality and suitability of alternate or substitute equipment, articles or materials, and the decision shall be final.

The trade name(s) or brand name(s) offered must be shown on the vendor's response bid form pages.

### **7. PATENT CLAIMS**

The successful bidder (contractor) shall protect and save the County harmless from all and every demand for damages, royalties, or fees on any patented invention used by it in connection with the supplies furnished under this contract hereunder, and it shall be the duty of the contractor, if so demanded by the County, to furnish said County with a proper legal release or indemnity from and against all such claims and any and all payments due under such contract are furnished if the County so elects.

## **8. PREFERENCE FOR DOMESTIC PRODUCTS**

Each local unit shall provide, in the specifications for all contracts for county or municipal work or for work for which it will pay any part of the cost, or work which by contract or ordinance it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available, be used in such work.

## **9. INSURANCE REQUIREMENTS**

Vendor shall procure and maintain at all times while the contract is in full force and effect, the following insurance coverage with an insurance company or companies acceptable to the County, with limits not less than those shown below. A Certificate of Insurance shall be filed with the County prior to commencement of the work reflecting the following:

- a) Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, and personal injury with limits no less than \$1,000,000 per occurrence/\$2,000,000 aggregate. The County of Union, its Board of County Commissioners, officers, employees, agents, servants and the State of New Jersey; are included as Additional Insured. The General Liability Insurance coverage is provided on primary and non-contributory basis to the County of Union, et al.
- b) Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than \$1,000,000 per occurrence, combined single limits (CSL) or its equivalent.
- c) Workers Compensation: As required by the State of New Jersey and Employers Liability with limits not less than \$1,000,000 per accident for bodily injury or disease.

Where applicable, a waiver of subrogation in favor of the County of Union, its Board of County Commissioners, officers, employees, agents, servants is to be included in those policies of insurance where permitted by law.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

\*Special Risks or Circumstances: The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## **10. INDEMNIFICATION REQUIREMENTS**

The Supplier shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the contract which is attributable to personal injury, including bodily injury, property damage and the loss of use resulting therefrom, or the loss of use of tangible property, which has not been physically injured or destroyed, and is caused in whole or in part by an act or omission of the Supplier, any subcontractor of the supplier, any one directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

## **11. NON-DISCRIMINATION**

The parties to this contract do hereby agree to comply with the provisions of N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-31 through 10:5-38, et seq. (P.L. 1975, c. 127), dealing with discrimination in employment on public contracts and the rules and regulations promulgated pursuant thereunto are hereby made a part of this contract and are binding on them. The bidder agrees that it will not discriminate against any employee who is employed in the work to be covered by any contract resulting from this bid because of color, race, creed, religion, national origin or ancestry.

## **12. AMERICANS WITH DISABILITIES ACT OF 1990**

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read the Americans with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

### **13. INVESTMENT ACTIVITIES WITH IRAN**

Pursuant to P.L. 2012, c.25, codified as NJSA 52:32-55 *et seq.*, prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

### **14. AFFIRMATIVE ACTION REQUIREMENT**

REQUIRED AFFIRMATIVE ACTION EVIDENCE – General Requirements of P.L. 1975, c. 127. You are hereby put on notice that:

- A. Procurement, Professional & Service Contracts; all successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract one of the following:
  - 1. A photocopy of your Federal Letter of Affirmative Action Plan Approval.
  - 2. A photocopy of your Certificate of Employee Information Report.
  - 3. A completed Affirmative Action Employee Information Report (AA302).

If the successful vendor does not submit the affirmative action document within the seven (7) days, the County of Union will declare the vendor as being non-responsive and award the contract to the next lowest bidder.

### **15. TERMINATION OF CONTRACT**

If, through any cause, the successful Supplier fails to fulfill in timely and proper manner its contractual obligations, or if the Supplier violates any of the warranties or stipulations of its contract, the County will thereupon have the right to terminate such contract by giving ten days written notice to the Supplier of such termination and cause therefore, and specifying the effective date of such termination.

In addition, Union County may terminate the Contract without cause by first giving thirty (30) days prior written notice of its intent to do so. Notice hereunder shall be deemed to have been sufficiently given if given in person to the Supplier, or sent by registered mail at the addresses specified in the Contract.

### **16. RIGHT TO KNOW ACT**

The provisions of N.J.S.A. 34:5A-1 *et seq.* and N.J.A.C 5:89-5 *et seq.*, which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the County or used by a contractor in the course of any construction, maintenance, repair or performance of a concession must be labeled and stored by the contractor in compliance with the provisions of the Act. Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) aka hazardous substance fact Sheet, must be furnished.

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



## **BUSINESS REGISTRATION CERTIFICATE**

### **New Mandatory Requirement – Effective 1/18/2010**

The recently enacted **P.L. 2009, c.315**, requires that effective January 18, 2010; a contracting agency must receive proof of the Proposer's business registration prior to the award of a contract. However, the proof must show that the Proposer was in fact registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

If subcontractors are named on the bid, proof of the business registration for each must be provided prior to the award of a contract. Similarly to the Proposer, the proof must show that each subcontractor was registered with the State of New Jersey Department of the treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

Proof of business registration shall be:

- A copy of a Business Registration Certificate issued by the Department of the Treasury, Division of Revenue; or
- A copy of the web printed version provided by the NJ Division of Revenue

Register online at [www.nj.gov/treasury/revenue/busregcert.shtml](http://www.nj.gov/treasury/revenue/busregcert.shtml). Click the "online" link and then select "Register for Tax and Employer Purposes or call the Division at 609-292-1730.

**Note: A N.J. Certificate of Authority is not acceptable.**

**FAILURE** to submit proof of registration of the Proposer or any subcontractor named on the bid is considered a **MANDATORY REJECTION** of bids (A **NON-WAIVABLE DEFECT**). This covers construction work as well as non-construction bids.

#### **IN ADDITION:**

The contractor shall provide written notice to all **subcontractors and suppliers** not specifically named on the bid of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001,c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977,c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

The COUNTY OF UNION has evaluated different types of **Custom Step Vans** and has determined that the products specified are best suited for the County's needs in safety, quality, performance, and long term operational costs. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all bids will be compared. The COUNTY OF UNION reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities.

**EQUIVALENT PRODUCT:** Bids will be accepted for consideration on any make or model that is equal to or superior to the vehicle brands specified. Decisions of equivalency will be at the sole interpretation of the COUNTY OF UNION. A blanket statement that goods and services proposed will meet all requirements will not be sufficient to establish equivalence. Original manufacturer's brochures of the proposed goods **MUST** be submitted with the bid package. Bidder must be prepared to demonstrate brands proposed, post bid.

**STANDARD:** The specification herein states the minimum requirements of the County. Unauthorized conditions, limitations, or provisions will be cause for rejection. The COUNTY OF UNION may consider as "irregular" or "non-responsive" and reject any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient literature to enable the County to make a reasonable determination of compliance to the specification. It will be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to indicate any variation to each section of the specification will cause the bid proposal to be rejected without review as "non-responsive".

**PAYMENT TO VENDOR:** Is to be made within forty- five (45) days after the receipt of Vendor's invoice and signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and will submit them to the office/designated employee of the using County entity.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

**CERTIFICATE OF OWNERSHIP:** At time of delivery the winning bidder will provide the following. **The manufactures certificate of origin along with a check in the amount of \$60.00 (sixty dollars) PER VEHICLE payable to NJ-MVC. No other arrangements or considerations will be accepted. Vendor MAY NOT hold Certificate of Origin until payment is received.**

**DELIVERY:** Delivery will be to Union County Motor Vehicles, 301 Shunpike Road, Springfield, NJ 07081. Hours of Operation are 7:30 am to 4:00 pm Monday through Friday. Delivery may be scheduled by contacting Motor Vehicles at (908) 659-7470 or (908) 659-7474.

**OPEN END CONTRACT:** Please note that the ensuing contract is intended to be open end contract as allowed under N.J.A.C. 5:30 et seq. and, in accordance with the rules, the minimum number set on the bid shall be two (2) pieces and the maximum shall be four (4).

**OTHER:** Operator, Parts and Service Manuals must be provided by vendor.

Total price to include all items listed in the specifications, freight, preparation and delivery.

Any questions regarding the bid can be emailed to [ucbids@ucnj.org](mailto:ucbids@ucnj.org) or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification.

## SPECIFICATIONS

### CHASSIS

A new/ unused 2022 Ford Transit Cargo Van (W3U) T-350 Extended length, high roof van with All Wheel Drive will be provided by the bidder with all standard features of the W3U model and will include the following selected options.

GVWR 9500 lb

Drive All Wheel Drive

Engine 3.5L PFDi V6 Flex-Fuel: port injection (STD)

Transmission 10-Spd Automatic w/OD & SelectShift: auxiliary transmission oil cooler (STD) Rear axle Single rear Wheel. 4.10 Limited-Slip Axle Ratio (STD)

Wheels: 16" Forged Aluminum

Ext Paint Oxford White

Front Seats Dark Palazzo Gray Vinyl Bucket Seats: 2-way manual driver seat, 2-way manual passenger seat and driver armrest (STD)

Fog lamps Front Fog Lamps: Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility

Batteries Dual AGM Batteries (70 Amp-hr Each)

Running Boards Extended Length Running Boards: Covers the A-B pillar driver-side and A-C pillar passenger-side

Interior door panels Heavy-Duty Scuff Plate Kit: heavy-duty scuffs for rear cargo doors and side cargo door (60/40) hinged passenger-side door or sliding passenger-side door)

Radio: AM/FM w/SYNC 3 & 8" Screen: Bluetooth, audio input jack, dual USB ports, a colored multi-function touch screen and 4 speakers (front), SYNC 3 Communications & Entertainment

System, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.

Cruise Control 60C Cruise Control w/Adjustable Spd Limiting Device (ASLD): The ASLD feature is great for city driving; it allows the driver to set an upper speed limit for the vehicle, If the vehicle begins to approach the upper speed limit then audible and visual warning are given.

Reverse sensing 43R sensors in rear bumper

Side sensing system 94A Side Sensing System: Works similar to the reverse sensing system, as it sounds a tone when the vehicle gets close to surrounding vehicles and other objects, Reverse Sensing System

NAME OF BIDDER: \_\_\_\_\_



**EXTERIOR OPTIONS**

**SIDE STEPS**

The vehicle must come with OEM style molded running board steps on the driver and passenger side of the van. Driver side will be A-pillar to B-pillar. Passenger side must cover A-pillar to C-pillar.

**REAR STEP SYSTEM**

There will be a CARR products, retractable rear step installed under the rear bumper. Step will be 31" wide and will be made from 7" wide grip strut, minimum. Step will be spring retractable, and will be activated by using the operators foot.

**EXTERIOR AWNING**

One (1) Motorized Fiamma F65EAGLE awning will be installed on the curb side of the vehicle. This awning will be "Armless" and have a 12 vdc motorized opening / closing system with wind sensor. Model will be 07755H01R. Color will be polar white.

**EXTERIOR GRAPHIC WRAP**

The exterior of the vehicle will be covered with a custom vinyl graphics wrap. This graphics wrap will encompass the entire rear and both sides of the vehicle. Design to be coordinated with the end user's graphic designer. Materials and installation will be provided by the bidder

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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NAME OF BIDDER: \_\_\_\_\_

## **INTERIOR OPTIONS**

### **INTERIOR LAYOUT SPECIFICATIONS -**

The section below describes the interior construction and layout for the operation and rear storage area of this vehicle. A detailed 3-dimensional CAD drawing depicting the layout of interior cabinetry and design must be provided with the bidder's response so that the purchasing agency can evaluate the design and concept proposed.

### **INSULATE CARGO VAN INTERIOR**

The interior cargo area walls and ceiling will be insulated with a minimum of 2-1/2" fiberglass insulation having a minimum insulating value of R11. Areas where there are voids that cannot be filled with fiberglass will be filled with spray in expanding foam.

### **WALLS, CEILING AND DOOR COVERING, FRP LAMINATE**

The interior walls will be framed out and covered with 3/8" thick Meranti plywood. Walls and ceiling will be custom cut to match the contour of the vehicle's interior. The walls will follow the curvature of the vehicle to maximize work area spacing. The use of straight vertical walls, leaving large gaps between the vehicle wall and interior wall is not acceptable.

The unfinished walls and ceiling will be prepped, sanded and leveled.

A surface covering of 0.090" thick FRP laminate in gloss white finish will be applied to the walls. The exposed edges will be covered with trim pieces to prevent the carpet from separating from the finish.

### **FLOOR, SUBFLOOR AND LOINCOIN FLOORING**

There will be a 3/4" thick pressure treated plywood sub floor installed in the rear cargo area of the van. The floor will be custom cut to match the floor pattern of the vehicle. After the sub floor has been installed, it will be leveled with filler, sanded to a smooth finish and prepped for a floor covering. Once the sub floor is installed, there entire top surface of the floor will be fitted with a Lonseal "LonCoin" raised coin style ambulance floor. It will be applied using the manufacturer's suggested adhesive and preparation products. All exposed edges will be trimmed with aluminum extrusion to prevent wear and tear.

### **PARTITION, FORWARD**

A vertical partition with 24" center opening will be installed to separate the cab area from the rear operational area. There will be no door. This partition will be set back far enough that the driver and passenger seats can recline to a comfortable position during travel. Partition will be made from 3/4 inch thick 7-ply Medium Density Overlay plywood and be finished with Lonseal Loncoin flooring material on both sides. Color will be dark gray.

### **PARTITION, REAR**

A solid partition will be installed in the rear of the vehicle approximately 30 inches in from the rear dual cargo doors. This partition will separate the rear storage/ generator compartment from the inside operations area. It will be full width and height. It will be constructed of 3/4 inch thick 7-ply Medium Density Overlay plywood and covered with Lonseal Loncoin flooring material for maximum durability.

Generator Compartment: On the rear of the partition will be a generator compartment with sound proof insulation inside.

NAME OF BIDDER: \_\_\_\_\_

This compartment will have a removable, front access cover to access and service the generator listed in this specification.

Table Storage: There must be provisions to accommodate Two (2) 30"W x 60"L folding tables and four (4) folding chairs supplied by the end user. These items will be held in place with adjustable 2" nylon web straps with automotive grade quick release seat belt buckles

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_

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NAME OF BIDDER: \_\_\_\_\_

**WORK STATION AREA W/ COUNTER**

A work station will be installed on the front street side wall of the operations area, just rear of the front partition divider. It will include a counter top made from Corian counter grade composite material. Edges will be rounded to prevent sharp edges. Dimensions of desk will be 60" W x 24" D.

File drawer cabinet: There will be a three drawer file cabinet installed below the counter with two parts drawers and one file drawer. Approximate dimensions are 27.5" H x 16" wide x 20" deep.

Literature rack: There will be 23 "pocket" vertical, wall mounted literature rack installed to the left of the desk to hold up to 8.5" x 11" literature. Rack will be made of steel and powder-coated black. Rack will be 65" tall x 10" wide.

Task chair: There will be one task chair with arms supplied with the vehicle. Task chair will be fabric padded. Rolling caster wheels will be removed and replaced with rubber anti-slide feet to prevent the chair from moving during transit.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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**OVERHEAD CABINET**

There will be a custom fabricated overhead storage cabinet above the work desk. Cabinet will be made from 0.080" thick aluminum sheet metal, welded together. Cabinet will be 48" W x 15" D x 16" T with a horizontally hinged front opening door. Door will have an incorporated positive latch system that incorporates the entire lower portion of the door with 2-point latching system. Door will be held open with properly rated gas pistons. Aluminum surfaces will be powder coat finished with a dry erase white gloss finish.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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NAME OF BIDDER: \_\_\_\_\_



**CONTROL PANEL**

There will be a control panel installed just below the overhead cabinet, above the rear work station. This control panel will have a removable front face to access wiring, fuses and so on in the vehicle's aftermarket electrical system. The removable face will be made of 1/2" thick HDPE composite material. Switches such as interior controls, generator start/stop, etc will be mounted here.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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**INTERIOR LIGHTING**

Cab lighting: There will be one Whelen 6" diameter LED light (60C0EJCS) installed between the front driver and passenger seat, on the head liner. Light will have an on/ off switch incorporated into the light.

Operations area: There will be eight (8) Whelen 6" diameter LED lights installed along the ceiling of the operations area. They will be installed in four rows of two lights, evenly spaced from front to rear. There will be a master switch by the side door entrance to turn these lights on.

Rear storage area: There will be a full length, white LED light strip installed to the left and right of the rear door opening and one along the top of the door opening, full width. Lighting will be Technic 1/4" wide LED strip lighting, color white. There will be a master switch to turn on these lights to the right of the rear door opening on the wall.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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NAME OF BIDDER: \_\_\_\_\_

**ON BOARD SECURITY**

**V LINE NARCAN SECURITY BOX**

A V LINE security box will be installed in the rear of the van in a location to be determined. The security box will include the following:

Outside Dimensions: 8.50" H x 14.13" W x 8.75' D

- Capable of assigning 250 users with two authority levels: supervisor or user.
- Alpha-numeric keypad with low battery indicator. Can jump start battery with any USB 2.0 Mini B cable.
- The Audit trail provides a history of the last 1500 access and attempts with date, time & user name. Capable of assigning 250 users with two authority levels: supervisor or user

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_

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**ELECTRICAL SYSTEM**

The vehicle's aftermarket 12 volt and 120 volt electrical system will be described in the following section.

**12V DC HARNESS AND ELECTRICAL SYSTEM**

Included with this conversion is an FPEV vehicle specific custom harness system throughout the vehicle including OEM factory style plugs and connectors. All wiring will be GXL wire function coded every 4" and the harness system utilizing a minimum of 10 different colors and will be protected with high temperature convoluted loom. There are no splices or connectors within any harness and anywhere it passes through a wall a snap ring grommet is included. OEM factory style plug in connectors are used where possible eliminating cutting and splicing into factory wiring.

Battery Charger: There will be an 80-amp multi-stage battery charger installed and connected to the auxiliary battery system. This will keep the 12vdc aftermarket system powered while the vehicle ignition is off and the generator or shoreline is powering the 110v portion of the vehicle.

Socket outlets: There will be two (2) marine grade 12v socket outlets installed in the wall above the rear operations desk.

Outlets will be fused at 10 amps each and wired to the auxiliary battery system.

NAME OF BIDDER: \_\_\_\_\_

USB charge ports: There will be two (2) USB dual charge sockets, rated at 2.1-amps per port, installed in the wall of the operations desk. Charge ports will be wired to the auxiliary battery system.

### **SAFETY GRAB RAILS**

For safety purposes, the grab handles will be installed:

Rear seating: There will be one 72" long grab rail installed above each rear bench seat. Grab handles will be made from 1-1/4" extruded aluminum tubing with rubberized grip inserts. It will be held in place with Chrome plated end stanchions with center stanchions placed every 24" inches for support. Two grab rails total. Side entry door: There will be an "L" shaped tubular railing installed on the right side of the side entry door. This railing will be bolted to the partition wall and assist people entering the rear operations area. Railing will be approximately 18" x 18" x 1.25" thick.

### **120VAC DISTRIBUTION SYSTEM**

There will be an 110VAC Electrical distribution panel with six (6) breakers located in the rear storage area of the vehicle.

There will be two (2) 20-amp breakers and four (4) 15-amp breakers. The breaker panel will be supplied by the automatic transfer switch. Breaker panel will protect all 120 VAC systems in the van. All electrical wiring will be copper stranded, solid core wiring must not be used. Wiring passing through walls or outside the vehicle will be run in flexible non-metallic conduit.

Exterior outlets: There will be 120VAC, duplex, GFCI outlets installed on the curb side and street side rear of the vehicle. Each outlet will be rated at 15 amps. Exterior outlets will have a weather proof cover. Two (2) outlets total.

Interior outlets: There will be 120VAC duplex 15 amp outlets installed inside the vehicle in the following locations:

- Two (2) above the work desk in the operations area
- Two (2) on the rear wall partition near the television

Cable reel: There will be one (1) spring rewind cable reel in the rear storage area that will be hard wired to the breaker panel. Reel will contain 100ft of 12/3 cable. This cable reel will have a double gang outlet box with four (4) 15-amp GFCI outlets installed on it.

### **GENERATOR, 7KW**

There will be an Onan CMM-7000 commercial Onan generator installed in the rear of the vehicle. Generator will produce 7000 watts of 120/240 VAC power. Generator will be permanently mounted and installed in a sound proof enclosure. Fuel source will be plumbed from the vehicle's fuel tank, stopping approximately 1/4 of the way from empty so the vehicle can still be started.

There will be a remote start / stop panel installed in the operations area above the rear desk.

An Auxiliary battery will be installed in the rear near the generator. Battery will be isolated from the vehicle's OEM battery system when the ignition key is off. The ignition Key will operate a GIGAVAC 400-amp relay that will combine the two battery banks when ignition is on for charging purposes. When the key is off, the aftermarket installed items will not drain the OEM battery system.

NAME OF BIDDER: \_\_\_\_\_

**AUTO EJECT INLET**

a 20 amp "Super" Kussmaul auto-eject inlet will be installed on the driver side rear corner of the vehicle. Cover color will be white. Inlet will be wired to eject when the key is in the "start" position. Unit will be wired to the 110v automatic transfer switch.

**AUTOMATIC TRANSFER SWITCH**

A 30A, 110VAC automatic transfer switch for two 110VAC power sources will be provided that will switch between the shoreline inlet and the generator system. This switch will work automatically without requiring the operator to control it.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_

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NAME OF BIDDER: \_\_\_\_\_

## **MEDIA & COMMUNICATION**

### **AUDIO VIDEO SPECIFICATIONS**

The audio/ visual presentation components of this vehicle are listed below in the following sections. All components must be designed for mobile applications and be powered off of the on board electrical system and components.

### **EXTERIOR TELEVISION SYSTEM**

There will be an exterior rated, weather proof television installed in a custom fabricated aluminum compartment on the curb-side rear of the vehicle.

Compartment: The compartment will be cut into the side of the vehicle with flange lip that can be sealed against the OEM body. Compartment will have a 1.5" thick box pan door with secure 2-point rod lock system and 6" stainless steel D-ring handle. Door will be hinged horizontally and act as an awning cover to the TV box when in the open position. Gas charged pistons will be installed to keep the door at slightly higher than a 90-degree open position. Compartment will be made from 0.125" thick aluminum sheet material. Door will be sealed with 2-part bulb gasket material and have a rain drip rail at top.

Television: A SunBrite Pro-Series (SB-V-43-4KHDR-BL) 42" outdoor rated television will fit into the compartment mentioned above. TV will have 700 NIT brightness for full sun light viewing. Remote control included. 1080P, 60Hz, LED-LCD, 2 HDMI inputs, PC input, composite inputs. Dimensions 39"W x 24"H x 5.75"D.

Speaker System: There will be SunBrite exterior rated sound bar installed in the exterior compartment. A/V connections: There will be an HDMI port in the compartment that will run to the operations desk inside where audio/video devices can be connected to the system. An HDMI socket labeled "Exterior Monitor" will be installed.

### **INTERIOR TELEVISION SYSTEM**

There will be an interior rated, 1080P HDTV installed on the rear partition wall facing forward. TV will be permanently mounted on wall with suitable fabricated bracket to withstand a mobile application.

Television: An LG OLED (OLED55B9PUA) 4K Ultra HD TV with HDR contrast. 55" diagonal width. Remote control included. 4K, 60Hz, LED-LCD, 4 HDMI inputs, PC input, composite inputs. Dimensions 48"W x 28"H x 2"D. A/V connections: There will be an HDMI port next to the TV that will run to the operations desk inside where audio/ video devices can be connected to the system. An HDMI socket labeled "Interior Monitor" will be installed.

### **TABLETS**

The bidder will provide two (2) Apple iPad Pro tables with the following specifications:

Screen Size 12.9" screen

Color Space gray

Storage 256GB

Data Wifi + Cellular (End user agency will be responsible for monthly data account)

Accessories Apple Pencil

Apple Pro Folio (Cover & keyboard combination)

NAME OF BIDDER: \_\_\_\_\_

**MOBILE WI FI HOT SPOT**

A mobile WiFi hot spot will be installed in the vehicle in a location to be determined by the customer.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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**H.V.A.C.**

**-- HEATING AND COOLING SPECIFICATIONS --**

In addition to the OEM heat and AC, the following heating and cooling systems will be added to the vehicle to cover the rear operations area and storage compartment.

**AIR CONDITIONING**

There will be two (2) 110 Volt, low profile air conditioner units installed on the roof of the vehicle. Each unit will be wired to the on board electrical system. There will be an interior ceiling assembly with adjustable duct ports on the interior ceiling of the vehicle. There will be wall mounted thermostat controls installed on the central control panel above the work desk. Each roof unit will produce 13,500 Btu of cooling, for a total of 27,000 Btu of cooling.

**ESPAR FUEL FIRED HEATER**

To heat the rear operations area of the vehicle, without the engine running, a fuel fired Espar heater will be installed. This unit will connect to the vehicle's fuel tank, similarly to the generator system. It will be electrically connected to the auxiliary rear battery. There will be a thermostat / Timer control installed on the control panel above the work desk in the operations area.

NAME OF BIDDER: \_\_\_\_\_

The heater will be installed in the base of the street side rear bench seat with duct work on the face of the bench blowing heat outward. Exhaust will be ported outside the vehicle. Model will be Espar B2 with Digimax controller and harness assembly.

A carbon monoxide detector will be installed inside the vehicle for safety purposes.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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**EXTERIOR PERIMETER LIGHTING SPECIFICATIONS --**

The emergency lighting package on this vehicle will be LED. All lights will be purple in color.

**SCENE LIGHTING**

There will be two (2) Whelen scene lights (M6ZC) installed on each upper side of the vehicle, four (4) total. Each light will have a chrome flange. Light heads will be wired to one of the switches on the rear control panel above the work desk in the operations area.

There will be two Whelen Micro Pioneer (MPPBBS) installed on the rear of the vehicle on swivel pedestal brackets.

Lights will be turned on with a switch on the control panel above the work desk in the operations area.

**GROUND LIGHTING**

There will be eight (8) Technic E41 underbody ground LED lights, color white installed under the vehicle facing the ground. Lighting will be wired to a switch on the Interior control panel. Each light will be installed on a 20-degree stainless steel bracket to face lighting toward the exterior ground perimeter of the vehicle. Beside each ground light will be an LED flashing warning light, color purple, wired to a separate switch on the interior control panel above the operations desk. These lights will face the ground and light up the ground area around the truck when activated.

NAME OF BIDDER: \_\_\_\_\_

**PERIMETER FLASHING LIGHTS**

There will be flashing LED warning lights in the following locations. Lighting color will be purple. Front head lights Nova (P-600) LED inserts, color purple. One (1) in each head lamp, Two (2) total. Rear Reverse light Nova (P-600) LED inserts, color purple. One (1) in each clear portion of the tail lamp housing. Two (2) total.

Grille Lights: There will be two (2) EPG12 6" x 1" purple led flashing warning lights installed on the front grille.

EXACT COMPLIANCE: YES \_\_\_\_\_ \*NO \_\_\_\_\_

\*DEVIATIONS: \_\_\_\_\_  
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NAME OF BIDDER: \_\_\_\_\_



HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE AND DELIVER **CUSTOM STEP VANS** FOR THE DIVISION OF MOTOR VEHICLES OF THE COUNTY OF UNION IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>GRAND TOTAL</u>
2	CUSTOM STEP VANS	X _____	= \$ _____ (NOT TO EXCEED)

BRAND \_\_\_\_\_

MAKE, MODEL & YEAR \_\_\_\_\_

\_\_\_\_\_

DELIVERY \_\_\_\_\_ DAYS AFTER AWARD OR ORDER  
(MAY BE A FACTOR IN AWARD)

Service Shop Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

EXTENSION FORM FOR UNION COUNTY  
COOPERATIVE CONTRACT PURCHASING SYSTEM

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[  ] **CHECK HERE** IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM # **CK-06-UNION** WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[  ] **CHECK HERE** IF **NOT** WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION. THIS WILL NOT AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE RESPONSIVE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY **NOT** MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

\_\_\_\_\_  
Initial

NAME OF BIDDER: \_\_\_\_\_

**BIDDER SIGNATURE PAGE**

Rev. 9/20/05

1. If doing business under a **trade name, partnership** or a **sole proprietorship**, you must submit the bid under **exact title** of the trade name, partnership, or proprietorship, and the bid must be signed by either the **owner** or a **partner** and **witnessed** by a **notary public**.
2. If a **Corporation**, the bid must be signed by the **President** or **Vice President** and **witnessed** by **Corporate Secretary**, (Corporate title must be exact) and **affix corporate seal**.
3. Other persons **authorized** by **Corporate Resolution** to execute agreements in its behalf may also sign the bid documents (pages).
4. The Person who signs this bid form **must also sign** the **Non-Collusion Affidavit**.
5. You **cannot** witness your own signature.

\_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
SIGNATURE  
CORPORATE SECRETARY

\_\_\_\_\_  
ADDRESS OF BIDDER  
\_\_\_\_\_

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PRINT NAME AND TITLE  
CORPORATE SECRETARY

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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DATE

**AFFIX CORPORATE SEAL**

\_\_\_\_\_  
PRINT OR TYPE NAME AND TITLE

**WARNING: FAILURE TO FULLY, ACCURATELY, AND COMPLETELY SUPPLY THE INFORMATION REQUESTED ON THIS PAGE MAY RESULT IN THE REJECTION OF YOUR BID AS NON-RESPONSIVE**

# **BUSINESS REGISTRATION** **Mandatory Requirement**


**P.L. 2009, c.315**, requires that effective January 18, 2010; a contracting agency must receive proof of the bidder's business registration prior to the award of a contract. However, the proof must show that the bidder was in fact registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

If subcontractors are named on the bid, proof of the business registration for each must be provided prior to the award of a contract. Similarly to the bidder, the proof must show that each subcontractor was registered with the State of New Jersey Department of the Treasury, Division of Revenue and obtained the business registration prior to the receipt of bids.

Proof of business registration shall be:

- A copy of a Business Registration Certificate issued by the Department of Treasury, Division of Revenue; or
- A copy of the web printed version provided by the NJ Division of Revenue



 <b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	20041014112813533

**ATTACH BRC HERE**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)                       Limited Liability Company (LLC)
- Partnership     Limited Partnership                       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **County of Union** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **County of Union** to notify the **County of Union** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Union** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

Rev. 1/22/93

STATE OF \_\_\_\_\_

SS:

COUNTY OF \_\_\_\_\_

I \_\_\_\_\_ of the City of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to law, on my oath depose and say that: I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participation in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that the **COUNTY OF UNION, NEW JERSEY** relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_ (N.J.S.A. 52:34-15).

NAME OF CONTRACTOR

\_\_\_\_\_  
Sign Name Here

**(Original signature only; stamped signature not accepted)**

Subscribed and sworn to before  
Me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of the State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

**NOTE TO NOTARY: WHEN COMPLETING THIS JURAT, ALL NOTARIES MUST:**

- 1. Indicate date. 2. Indicate State. 3. Sign name. 4. Affix name by Printing it, typing it, using a rubber stamp, using an impression seal or using a mechanical stamp.

Note: The person who signed the bid form for the bidder should sign this form also.

**WARNING: IF YOU FAIL TO FULLY, ACCURATELY AND COMPLETELY FILL OUT THIS AFFIDAVIT OF NON-COLLUSION, YOU BID WILL BE REJECTED.**

AFFIRMATIVE ACTION REQUIREMENT

Rev. 6/29/93

REQUIRED AFFIRMATIVE ACTION EVIDENCE

General Requirements of P.L. 1975, c. 127: You are hereby put on notice that:

**A. Procurement, Professional & Service Contracts**

All successful vendors must submit within seven days of the notice of intent to award or the signing of the contract one of the following: **PLEASE CHECK ONE**

A photocopy of your Federal Letter of Affirmative Action Plan Approval

OR

A photocopy of your Certificate of Employee Information Report

OR

A completed Affirmative Action Employee Information Report (AA302)

If successful vendor does not submit the affirmative action document within the seven days the County of Union will declare the vendor as being non-responsive and award the contract to the next lowest bidder.

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Print or type FIRM NAME here

---

Sign NAME and TITLE here  
(Original signature only, stamped signature not accepted)

---

Print or type NAME and TITLE here

---

Print or type DATE



AMERICANS WITH DISABILITIES ACT

EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the County of Union (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant therunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, any pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Name \_\_\_\_\_ (Please print or type)

Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

COUNTY OF UNION NEW JERSEY  
Division of Purchasing  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Solicitation Number: \_\_\_\_\_ Vendor/Bidder: \_\_\_\_\_

**PART 1**

CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the State of New Jersey, Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Department's website at <http://www.state.nj.us/treasury/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

A. I certify, pursuant to Public Law 2012, c.25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

**OR**

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in investment activities in Iran by completing the information below.

ENTITY NAME: \_\_\_\_\_  
RELATIONSHIP TO VENDOR/BIDDER: \_\_\_\_\_  
DESCRIPTION OF ACTIVITIES: \_\_\_\_\_  
DURATION OF ENGAGEMENT: \_\_\_\_\_  
ANTICIPATED CESSATION DATE: \_\_\_\_\_  
VENDOR/BIDDER CONTACT NAME: \_\_\_\_\_  
VENDOR/BIDDER CONTACT PHONE#: \_\_\_\_\_

*Attach Additional Sheets If Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Union, New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County of Union to notify the County of Union in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the County of Union, permitting the County of Union to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

*Revised 10/19/17*

WARRANTY

Attach copy of warranty to this page.

NAME OF BIDDER: \_\_\_\_\_

COUNTY OF UNION  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda(s):

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please Do Not submit if you did not receive Addenda(s)

NAME OF BIDDER: \_\_\_\_\_